



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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November 2, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-26

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: OSUP Policy on Leave Balances Remaining after Retirement

**Please be advised that OSUP is issuing a policy which requires that upon retirement of employees paid through ISIS HR, all remaining/certifiable annual or sick leave balances must be delimited in ISIS HR.** In the event the employee is rehired or reinstated, these balances must not be available for use.

In order to comply with the above stated policy, all agency Employee Administration personnel must adhere to the following procedures to delimit the leave quotas (balances) in ISIS HR upon retirement (these procedures are not currently available in ISIS HR Online Help):

1. Execute PA61
2. Enter appropriate Personnel #
3. Select the 'Time quotas' tab on selection screen
4. Highlight 'Absence Quotas' on the left side of the selection screen
5. Choose 'All' on the right side of the selection screen
6. Click on the 'List Entry' button. This button is located between the "Overview" icon and the "Week" icon above the personnel #.
7. The user will see a list of all quotas that have been generated for the employee. To stop further deductions from the quotas from taking place, the user should change the '**Deduc. To**' date on EVERY quota listed. In most cases, this date is 12/31/9999. This date should be set to the date of retirement. **IT IS VERY IMPORTANT that users NOT change the 'Deduc. From' date.**
8. Changing the 'deduction to' date will mean that no deduction can be taken from that quota after the date entered. This change does not stop retroactive leave entries or deductions from being made against the quota.
9. New quotas will store as normal and the remaining leave balances will not be displayed on the reports.

Questions regarding ISIS HR procedures should be forwarded to the ISIS Help Desk at (225) 342-2677. If you have any questions in regard to the above policy, please contact a member of the Wage and Tax Administration Unit at (225):

Lawanna Green 342-0714  
Rhonda Desselle 342-8928

Rachel Byrant 342-1651  
Cindy McClure 342-1652

JWC/BJY:kmb